

MISSION STATEMENT

Cresthaven Academy Charter School exists to provide a comprehensive education to our scholars that develops the whole child through academic excellence, physical wellness, emotional health, and character enrichment.

- I. CALL TO ORDER – 7:01 PM**
- II. PUBLIC NOTICE OF MEETING/NJ SUNSHINE LAW**

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Board of Trustees has caused notice of this meeting to be given, by having the date, time and place mailed to the Clerk of the Municipality; advertised in The Star Ledger; mailed to the County Superintendent of Schools; and posted in the faculty lounge and on the school’s website.

- III. PLEDGE OF ALLEGIANCE**
- IV. ROLL CALL**

Voting Members	Role	Term Ends	Present	Absent
1. Rashleigh Bruce	Trustee		X	
2. Kimberly Dortch	Trustee		X	
3. Sandra Harrison	President			X
4. Steven Hockaday	Vice President		X	
5. Debra Lightner	Trustee		X	
6. Barbara Sellinger	Trustee		X	
7. Beverley Blenman	Trustee	July 2025	X	
Other Officials	Role	Present		Absent
Delines Rodriguez	Principal	X		
Brian Falkowski	SBA/Board Secretary	X		

V. Board Appointments

- 1. To re-appoint Steve Hockaday to a 3-year Board term ending June 2026.
- 2. To re-appoint Rashleigh Bruce to a 3-year Board term ending June 2026.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashleigh Bruce		X				Debra Lightner	2	X			
Kimberly Dortch		X				Barbara Sellinger	1	X			
Sandra Harrison					X	Beverley Blenman		X			
Steven Hockaday		X									

VI. NOMINATION AND ELECTION OF BOARD OFFICERS

1. For Board Chair

Nominee	Nominated By	Seconded By	Term	Yes	No	Abstain	Absent
Sandra Harrison	Barbara Sellinger	Steven Hockaday	1 Year	6			1

2. For Board Vice Chair

Nominee	Nominated By	Seconded By	Term	Yes	No	Abstain	Absent
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Steven Hockaday	Barabara Sellinger	Debra Lightner	1 Year	6			1
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VII. READING OF MISSION STATEMENT

VIII. REORGANIZATION MOTIONS

1. Regular Meeting Dates – 2023/2024 School Year

BE IT RESOLVED: that the Cresthaven Academy Charter School approves the Resolution to adopt the Annual Board Meeting Schedule for the 2023/2024 school year in accordance with 18A:10-6. Meetings will be held in the school’s Media Center.

Day	Date	Time	Notes
Wednesday	July 19, 2023	7:00 PM	Regular Meeting
Wednesday	August 23, 2023	7:00 PM	Regular Meeting
Wednesday	September 20, 2023	7:00 PM	Regular Meeting
Wednesday	October 18, 2023	7:00 PM	Regular Meeting
Wednesday	November 29, 2023	7:00 PM	Regular Meeting
Wednesday	December 20, 2023	7:00 PM	Regular Meeting
Wednesday	January 24, 2024	7:00 PM	Regular Meeting
Wednesday	February 21, 2024	7:00 PM	Regular Meeting
Wednesday	March 20, 2024	7:00 PM	Regular Meeting
Wednesday	April 24, 2024	7:00 PM	Regular Meeting
Wednesday	May 22, 2024	7:00 PM	Regular Meeting
Wednesday	June 18, 2024	7:00 PM	Regular Meeting

2. Appoint School Business Administrator/Board Secretary

BE IT RESOLVED: that the Cresthaven Academy Charter School, Board of Trustees approves the Resolution to appoint **Dr. Brian Falkowski** as the Business Administrator/Board Secretary for the 2023/2024 school year.

3. Adoption of Code of Ethics

RESOLVED, that the Cresthaven Academy Charter School Board of Trustees hereby adopts the New Jersey School Boards Code of Ethics, as attached, for its members, for the 2023/2024 school year.

18A:12-24.1 Code of Ethics for School Board Members

A school board member shall abide by the following Code of Ethics for School Board Members:

- a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
- c. I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.

- e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
- f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

4. Adoption of Policies

RESOLVED, that the current board policies adopted by the Cresthaven Academy Charter School Board of Trustees, either by code, number, resolution, motion or inference of intent, be re-adopted completely for the 2023/2024 school year.

5. Appointments

BE IT RESOLVED: that the Cresthaven Academy Charter School hereby appoints the following for the 2023/2024 school year:

Position/Appointment	Name
School Leader/Principal	Delines Rodriguez
Business Administrator/Board Secretary	Dr. Brian Falkowski
Acting Board Secretary in the absence of the Board Secretary	Sarah Spuhler
Public Agency Compliance Officer (PACO)	Dr. Brian Falkowski
Custodian of School Records	Dr. Brian Falkowski
Asbestos Management/PEOSA Officer	Damion Frye
Safety & Health Coordinator	Erica Forrester
Indoor Air Quality Coordinator	Damion Frye
Integrated Pest Management Coordinator	Damion Frye
Right to Know and Chemical Hygiene Coordinator	Damion Frye
Affirmative Action Officer	Damion Frye
Title IX Compliance Officer	Victoria Marcheski
Truancy Officer	Araliza Lopez
Homeless Liaison	Carla Bell-Gayle
Section 504 Compliance Officer	Victoria Marcheski
HIB/Anti-Bully Coordinator & School Safety Team	Carla Bell-Gayle
Lead Purchasing Agent	Dr. Brian Falkowski
School Safety Specialist	Erica Forrester

6. Depository of Funds

BE IT RESOLVED: that the Cresthaven Academy Charter School, Board of Trustees approves **Bank of America** as the depository of funds for the 2023/2024 school year.

7. Newspaper of Record

BE IT RESOLVED: that the Cresthaven Academy Charter School, Board of Trustees herewith designates Star Ledger as the official Newspapers of Record; be it Resolved the official website is cresthavenacademy.org for the 2023/2024 school year.

8. Authorize the School Business Administrator to Audit and School Leader to Approve Bill Payments

BE IT RESOLVED: that the Cresthaven Academy Charter School, Board of Trustees herewith designates the School Business Administrator/Board Secretary with the approval of School Leader, in accordance with N.J.S.A 18A:19-1, as the person designated to audit accounts and demands and to approve accounts and demands prior to presentation to the Board of Trustees for the 2023/2024 school year.

9. Appoint a School Purchasing Agent

BE IT RESOLVED: that the Cresthaven Academy Charter School hereby appoints **Dr. Brian Falkowski** as Qualified Purchasing Agent with a Bid and Quotation Threshold to \$44,000 and \$6,600 respectively pursuant to Local Public Contract Laws and Public School Contract Law N.J.S.A 40A:11-3(c), N.J.S.A 40A:11-9 (b), N.J.S.A 40A:11-6.1 (a) and N.J.S.A 18A:18A-2, N.J.S.A 18A:18A-3 (a), N.J.S.A 18A:18A-37 (a), for the 2023/2024 school year.

10. Authorize purchases below 15% of the Bid Threshold without competitive quotations

BE IT RESOLVED: that the Cresthaven Academy Charter School hereby approves the authorization of purchases below 15% of the Bid Threshold may be made without competitive quotations for the 2023/2024 school year.

11. Approve the Business Administrator to purchase from current and valid State Contract Vendors under their applicable state contract titles

BE IT RESOLVED: that the Cresthaven Academy Charter School hereby approves the Business Administrator to purchase from current and valid State Contract Vendors under their applicable state contract titles for the 2023/2024 school year.

12. Resolution to authorize the School Leader and Business Administrator to make line item budget transfers between board meetings and all transfers to be ratified at the next regular board meeting.

BE IT RESOLVED: that the Cresthaven Academy Charter School hereby authorizes the School Leader and Business Administrator to make line item budget transfers between board meetings and all transfers to be ratified at the next regular board meeting for the 2023/2024 school year.

13. Appoint External Audit Firm

BE IT RESOLVED: that the Cresthaven Academy Charter School hereby approves the appointment of **Gerald Longo, CPA** to prepare the school's Comprehensive Annual Financial Report & Auditors Management Report for the fiscal year ending June 30, 2023, at a cost not to exceed \$33,250.

14. Approve Voluntary Payroll Deduction Companies

BE IT RESOLVED: that the Cresthaven Academy Charter School hereby approves the following voluntary deduction companies for the 2023/2024 school year:

FSA	OCA
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15. Approve NJ Uniform Chart of Accounts

BE IT RESOLVED: that the Cresthaven Academy Charter School hereby approves the NJ Uniform Chart of Accounts for the 2023/2024 school year.

16. Approve School Physician Services

BE IT RESOLVED: that the Cresthaven Academy Charter School hereby approves **Dr. Kia Grundy** for school physician services for the 2023/2024 school year at a cost not to exceed \$3,000.

17. Cooperative Purchasing

BE IT RESOLVED: that the Cresthaven Academy Charter School to participate with National Cooperative Pricing System with PEPPM National Cooperative Contracts, Approved County Educational Services, Ed-Data Services, Educational Services Commission of NJ & Hunterdon County Cooperative for 2023/2024 school year.

18. Approve the Medical Broker of Record for Medical, Dental and Vision Insurance Coverage

BE IT RESOLVED: that the Cresthaven Academy Charter School to approved **Centric** as the Medical Broker of Record for Medical, Dental and Vision Insurance Coverage for 2023/2024 school year.

19. Approve Insurance Broker of Record for Property and Casualty, and Workers Compensation Insurance

BE IT RESOLVED: that the Cresthaven Academy Charter School to approve **Treadstone Risk Management** as the Insurance Broker of Record for Property and Casualty, and Workers Compensation for the 2023/2024 school year.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashleigh Bruce		X				Debra Lightner		X			
Kimberly Dortch		X				Barbara Sellinger	1	X			
Sandra Harrison					X	Beverley Blenman		X			
Steven Hockaday	2	X									

IX. PUBLIC COMMENT - NONE

X. ADOPTION OF THE MINUTES

- RESOLVED, that the Board of Trustees move to approve the regular and executive session (if necessary) minutes from the meeting held on May 24, 2023.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashleigh Bruce		X				Debra Lightner	2	X			
Kimberly Dortch		X				Barbara Sellinger		X			
Sandra Harrison					X	Beverley Blenman	1	X			
Steven Hockaday		X									

XI. STATE OF THE SCHOOL REPORT – Presented by Ms. Saunders and Delines Rodriquez

XII. PRESIDENT’S REPORT - NONE

XIII. BUSINESS ADMINISTRATOR’S REPORT – PRESENTED BY BRIAN FALKOWSKI

XIV. ADJOURN PUBLIC SESSION AND OPEN EXECUTIVE SESSION – N/A

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashleigh Bruce						Debra Lightner					
Kimberly Dortch						Barbara Sellinger					

Sandra Harrison						Beverley Blenman					
Steven Hockaday											

1. **DISCUSSION**

XV. ADJOURN EXECUTIVE SESSION AND OPEN PUBLIC SESSION – N/A

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashleigh Bruce						Debra Lightner					
Kimberly Dortch						Barbara Sellinger					
Sandra Harrison						Beverley Blenman					
Steven Hockaday											

XVI. MOTIONS FOR APPROVAL

1. **Finance**

- a. RESOLVED, that the Board of Trustees approves the Secretary’s and Treasurer’s Reports for May 2023 as per the attached. Pursuant to N.J.A.C. 6A:232.11(a), the Cresthaven Academy Charter School Board of Trustees acknowledges receipt of the secretary’s certification, and after review of the monthly financial report (appropriations section) certifies that, to the best of its knowledge, as of May 2023, no major account or fund has been over expended in violation of N.J.A.C. 6A:232.11(b), and that sufficient funds are available to meet the school’s financial obligations for the remainder of the fiscal year.
- b. RESOLVED, that the Board of Trustees approves the bills list through June 28, 2023:

June 28, 2023 Bills	
Fund	Bills List Amount
11	\$192,135.62
20	\$ 12,000.00
60	\$39,276.65
61	\$64,100.00
Total	\$ 307,512.27

- c. RESOLVED, that the Board of Trustees certify the payrolls for the following dates:
 - May 31, 2023 - \$ 240,401.81
 - June 15, 2023 - \$ 236,811.81
 - June 21, 2023 - \$ 225,949.61
- d. RESOLVED, that the Board of Trustees approves the contract with SBO Management LLC for School Business Administrative services, at a monthly rate of \$11,813.
- e. RESOLVED, that the Cresthaven Academy Charter School Board of Trustees hereby approves the awarding of the contract to Nu-Way Concessionaires, Inc. for the 2023-2024 school year.
 - Breakfast= \$1.99
 - Lunch= \$3.79
 - Snack= \$0.99

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashleigh Bruce		X				Debra Lightner		X			
Kimberly Dortch		X				Barbara Sellinger	1	X			

Sandra Harrison					X	Beverley Blenman		X			
Steven Hockaday	2	X									

2. Contracts and Agreements

- a. BE IT RESOLVED: “that the Cresthaven Academy Charter School Board of Trustees, upon the recommendation of the School Principal, approves the following contracts, as attached:”

Vendor	Scope	Term	Fee
Alliance	Pest Services	FY24	\$70/month
Air Group	Heating, Cooling, Plumbing, Electrical- For 530 W 7 th St.	FY24	\$1,351.50
Air Group	Heating, Cooling, Plumbing, Electrical- For 526 th W 7 th St.	FY24	\$6,018
Apple	Staff iPads	FY24	\$9,808
Finalsite	Website Software Package	FY24	\$3,152
Hunterdon	Support and child study team staffing services	FY24	\$29.40-\$105/hour
Kaleidoscope	OT PT Staffing Services	FY24	\$35-\$99/hour
Kurus Architecture	Design Services & Site Visits	FY24	\$5,200
Learning A-Z	Raz-Plus	FY24	\$3,978
NJ Public Charter Schools Association	Annual Membership Dues	FY24	\$12,000
Public Consulting	Ed Plan Suite	FY24	\$10,158
Renaissance	Onboarding: Training & Workshops	FY24	\$3,500
R & L	Payroll Services	FY24	\$10,000
Triangle Communications	Radios	FY24	\$6,228.04
Vector Solutions	Employee Safety & Compliance Library	FY24	\$937.30

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashleigh Bruce		X				Debra Lightner		X			
Kimberly Dortch	1	X				Barbara Sellinger		X			
Sandra Harrison					X	Beverley Blenman		X			
Steven Hockaday	2	X									

3. Policies, Manuals, Regulations, and Bylaws

- a. BE IT RESOLVED: “that the Cresthaven Academy Charter School Board of Trustees, upon the recommendation of the School Principal, approves the revisions on the 2023-2024 School Calander, as attached.”

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashleigh Bruce		X				Debra Lightner		X			
Kimberly Dortch		X				Barbara Sellinger	1	X			
Sandra Harrison					X	Beverley Blenman	2	X			
Steven Hockaday		X									

4. Human Resources

- a. BE IT RESOLVED: “that the Cresthaven Academy Charter School Board of Trustees, upon the recommendation of the School Principal, approves the following **Summer Academy Staff Appointments**”:

2023-2024 Summer Academy Staff Appointments; not to exceed 20 hours per week

First Name	Last Name	Title	Amount	Effective Date
Andrea	Zarrouk	Summer School Teacher	\$50.00 per hr	July 5, 2023-August 3, 2023

Mily	Salgado	Summer School Instructional Aide	\$25.00 per hr	July 5, 2023-August 3, 2023
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2023-2024 Non-Salaried Appointments; not to exceed 20 hours per week

First Name	Last Name	Title	Amount	Effective Date
Selena	Rodas	Summer Operations Support	\$15.50 per hour	July 5, 2023-August 11, 2023
Justin	Rodas	Summer Operations Support	\$15.50 per hour	July 5, 2023-August 11, 2023
Jason	Rodas	Summer Operations Support	\$15.50 per hour	July 5, 2023-August 11, 2023
Kennedy	Wilson	Summer Operations Support	\$15.50 per hour	July 5, 2023-August 11, 2023
Vanessa	Castro	Summer Operations Support	\$15.50 per hour	July 5, 2023-August 11, 2023

- b. BE IT RESOLVED: “that the Cresthaven Academy Charter School Board of Trustees, upon the recommendation of the School Principal, approves the following **New Hires**”:

2023- 2024 Salaried Positions: New Hires

First Name	Last Name	Title	Salary	Term	FT/PT	Start Date
Kendra	Houser	Middle School Principal (5-7)	\$116,000	12 Month	FT	August 28, 2023
Namiah	Carbon	School Counselor	\$72,000	10 Month	FT	August 14, 2023
Rhonda	Grindell	Special Education	\$70,000	10 Month	FT	August 14, 2023
Ryan	Wilkerson	Health/Physical Education	\$78,000	10 Month	FT	August 14, 2023

- c. BE IT RESOLVED: “that the Cresthaven Academy Charter School Board of Trustees, upon the recommendation of the School Principal, approves the following Appointment Rescission”:

- Approve the appointment Rescission of **Nicholas Baksh** Instructional Aide for the 2023-2024 school year.
- Approve the appointment Rescission of **Corry Fields** Instructional Aide for the 2023-2024 school year.
- Approve the appointment Rescission of **Ayleen Noriega** Special Education Teacher for the 2023-2024 school year

- d. BE IT RESOLVED: “that the Cresthaven Academy Charter School Board of Trustees, upon the recommendation of the School Principal, approves the following Resignations/Terminations as presented”:

- Acknowledge the resignation of **James Cruz-Baker**, as a Family Leader, effective June 7, 2023.
- Acknowledge the resignation of **Ayleen Noriega** Special Education Teacher, effective June 30, 2023.
- Acknowledge the resignation of **Nicholas Baksh** Instructional Aide, effective June 30, 2023.
- Acknowledge the resignation of **Corry Fields** Instructional Aide, effective June 30, 2023.

- e. BE IT RESOLVED: “that the Cresthaven Academy Charter School Board of Trustees, upon the recommendation of the School Principal, approves the following Leave of Absence”:
 - Acknowledge the Leave of Absence extension of **Daniel Bento**, Health/Physical Education Teacher, effective June 5, 2023 - June 30, 2023.
- f. BE IT RESOLVED: “that the Cresthaven Academy Charter School Board of Trustees, upon the recommendation of the School Principal, approves a stipend rate of \$40/hour when a certified teacher is covering a class and loses a prep time for the day for the 2023-2024 school year.”
- g. BE IT RESOLVED: “that the Cresthaven Academy Charter School Board of Trustees, upon the recommendation of the School Principal, approves a stipend amount not to exceed \$2,000 for **Rebecca Witt** to Revise/Create unit overviews for Art, Health/ Physical Education, Music, Spanish & Dance and include opportunities for alignment as much as possible with core literacy curriculum (Wit & Wisdom) and ensure alignment with NJ state standards. As well as create and facilitate a Professional Developments to co-curriculars on unit overviews and W&W/NJ State standards alignment.”
- h. BE IT RESOLVED: “that the Cresthaven Academy Charter School Board of Trustees, upon the recommendation of the School Principal, approves the following training”:

First	Last	Training Vendor	Course	Amount	Date
Michelle	Blazquez	Responsive Classroom	Elementary Advanced Course	\$859	June 27-30
Jessica	Saunders	Responsive Classroom	Elementary Advanced Course	\$859	July 11-14

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashleigh Bruce	2	X				Debra Lightner		X			
Kimberly Dortch		X				Barbara Sellinger	1 – Strike Wilkerson	X			
Sandra Harrison					X	Beverley Blenman		X			
Steven Hockaday		X									

Ms. Rodriquez noted that she did not make the following recommendations:

- Wilkerson at \$78,000 was not recommended, (\$60-\$65k was recommended).
- Requested Ms. Buck to get promoted to the position of M.S. Literacy Coach, but was not placed on the agenda.
- Salary raise was requested in the amount of \$3,000 for Anna Maria Cubero for Dean of Instruction, but it did not make the agenda.

5. Academic

- a. BE IT RESOLVED: “that the Cresthaven Academy Charter School Board of Trustees, upon the recommendation of the School Principal, approves the following proposal with Sunday System for the intervention program for FY24, at a cost of \$18,669.50.”

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashleigh Bruce		X				Debra Lightner	2	X			
Kimberly Dortch		X				Barbara Sellinger	1	X			
Sandra Harrison					X	Beverley Blenman		X			
Steven Hockaday		X									

- XVII. OLD BUSINESS - NONE**
- XVIII. NEW BUSINESS - NONE**
- XIX. PUBLIC COMMENT - NONE**
- XX. ADJOURNMENT – 7:45 PM**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashleigh Bruce		X				Debra Lightner		X			
Kimberly Dortch		X				Barbara Sellinger	1	X			
Sandra Harrison					X	Beverley Blenman		X			
Steven Hockaday	2	X									